

# New Payee Tax Form

**Payroll Services (Clergy Team), Church House, Great Smith St., London SW1P 3AZ**  
 Tel: 020 7898 1000 Fax: 020 7898 1769  
 Email: clergy.payments@churchofengland.org

## 1. Why we have given you this form

The Church Commissioners have to let the tax office know we are paying you. We also have to work out what PAYE code to use. This form will help us to do so.

## 2. How to complete this form

Please complete your details in the space provided below under the heading "your details". If you have been given Parts 2 and 3 of any form P45 by a former employer, please attach them to this form. If you later receive such a P45, please send it to us immediately.

## 3. Your details

National Insurance no:  Date of birth:

Title:  Surname:

Gender:  Christian names:

New address:

Postcode:

## 4. Your present circumstances

Please read all the following statements carefully and tick the one that applies to you.

- A** This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Employment & Support Allowance or a state or occupational pension A
- B** This is now my only job or pension, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Employment & Support Allowance. I do not receive a state or occupational pension. B
- C** I have another job or receive a state or occupational pension. C

## 5. Student Loans (advanced in the UK)

If you left a course of Higher Education before last 6 April and received your first student loan instalment on or after 1 September 1998 and you have not fully repaid your student loan, enter 'X' in Box D D

(Do **not** enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

## 6. Your confirmation

I can confirm that this information is correct.

Signed:  Date:

## 7. WHAT TO DO NEXT

Please return this form to the Church Commissioners, Payroll Services (Clergy Team), Church House, Great Smith Street, London SW1P 3AZ